XD – PAYROLL DATA CORRECTION ADJUSTMENT TRANSACTION

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#### **ICONS**

Throughout this adjustment section are explanations of the procedure as well as procedural steps. Also, there are decision-making options for times when the user has to make a decision based on his/her business needs. As an aide, there are three (3) icons on the left to help you quickly identify the text. The icons are:



? = Decision

= Procedural Steps

#### Payroll Data Correction (XD) Overview

The payroll data correction (XD) transaction is system generated at the time of payroll production. It identifies errors encountered while trying to process payroll. Even though the XD does not hold up payroll, it is a payroll reject transaction that must be fixed.

With a XD, the payroll is processed but the charge is suspended in the department's 9's account until it is corrected. The XD must be corrected for the payroll to charge against the correct cost centers. After corrections are made, the XD can be processed to decrease expenditures in the department's 9's account and increase expenditures in the original distribution account.

# Preventing the XD Transaction



To prevent a XD, you must ensure that the MMARS accounting structure and values for payroll are updated with changes. Program and organization codes used in PCRS and MMARS should always be in sync.

- If program codes are required by MMARS makes sure all of your employees' defaults are populated with valid program codes.
- Also, if expense budgets are required by your department, make sure they are set up in MMARS. If they are not, each payroll will generate XDs.

Detecting the XD



XD Document Overview



The XD transaction error can be detected by accessing the PCRS Holding File. XD's have a status of REJCT.

The XD will always have one decrease line and one increase line. Only after the XD is processed to DONE status does it update both MMARS and PCRS detail labor history.

The XD error message is listed at the bottom left of the screen. You can correct the XD either by: (1) modifying data on the increase line, or (2) changing information in MMARS, e.g., expense budget.

All XD transactions are automatically processed each night during the regular nightly batch process. If they do not pass PCRS and MMARS edits, they will remain in a REJCT status in the Holding File. If they pass all edits, they will go to a DONE status in the Holding File.

Correct errors as noted; press <enter> when finished. VADJTM24 **** P C R S **** (SYSTEM TEST) TEST: Work In Progress 9/28/2000 CTRAEY Maintain Adjustments 11:31 AM Payroll Data Correction Document (XD)</enter>		
Edit/Proc: _ Approval: _ MMARS Override: _ PCRS Override: _ Status: RJ Pay Prd End Date: 06 10 2000 Acctg Prd: Employees: 000001 DOC ID: XD DDD 8300 2860001 Date: 10 13 1999 Document Total: 2200.00		
BUD FY DPT APPROP SUB ORG/SB OBJ/SB PROG TY PRJ/CL/GRC ACTV RPTG		
Description Line Amount I/D		
01 2000 DDD DDD99999 99 999		
02 2000 DDD 85002000 00 8300 A01 G C000000000 010N 1209 ORIGINAL ACCOUNT DISTRIBUTION_ 1100.00 I		
02-PR003-INVALID ACTIVITY ON ACTV 02-A048E-EXPENSE BUDGET DOES NOT EXIS		
Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10PF11PF12 Done Help Delet Exit VuSel Errs Selct Back Frwd Prior Labor Menu		

Maintain Adjustments Payroll Data Correction Document (XD) screen

Please refer to Adjustment Subsystem Introduction in this section of the manual for instructions on Viewing an Adjustment Transaction and Listing an Adjustment Transaction.

Non-Modifiable/ Modifiable Fields on The XD Document



#### NON-MODIFIABLE FIELDS

Statutory fields – budget fiscal year, department, appropriation, subsidiary, reporting category, object code – on the increase line are non-modifiable.

#### MODIFIABLE FIELDS

The statutory field of organization is modifiable. Also, non-statutory MMARS fields and PCRS Labor Distribution fields – program code, type, prj/cl/grc, activity code, description, department defined 1 - 6, secretariat defined 1 - 2 – can be altered.

```
Enter a selection or press <PF12> for main menu.
Holding file list function completed.
VADJTM00 **** P C R S **** (SYSTEM TEST) TEST: Work In Progress
                                                                   9/28/2000
CTRAEY
                      Adjustments Subsystem Menu
                                                                   11:33 AM
Doc-Id Number: 2860001
Selection: MXD (A Add, M Modify, V View)+ Transaction Type, L for Inquiry List
                  Holding File Inquiry List Status: _
                  XF - Insufficient Funds Correction
                  XD - Payroll Data Correction
                 XA - Expenditure Correction
                  XE - Expenditure Refund
                  XC - Prior Year Refund
                  XU - User/Sect; Earn Code/Hours
Dept: DDD Org: 8300
                                          Pay Period End Date: 06 10 2000
                                                        SSN: ___ _
                                                 Employee ID: _
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
```

Adjustments Subsystem Menu screen

#### Modifying A XD Transaction





#### DOC-ID NUMBER FIELD

The XD Document Id Number is system generated. You have the ability to modify a XD transaction either from the holding file (as described in "Listing an Adjustment Transaction" in the Adjustment Introduction section) or from the Adjustments Subsystem Menu. If you choose to modify through the subsystem menu, you need to **enter the seven (7) characters of the Doc-Id** for the XD transaction to be modified.

#### SELECTION FIELD

In the Selection Field type **<M>** for MODIFY and **<XD>** to identify the transaction code to be modified, in this case, a payroll reject.

#### **DEPT AND ORG FIELDS**

At the bottom of the screen, the **Dept** and **Org** fields are pre-filled with your MMARS department and organization code. Based on security, these fields can be modified.

# PAY PERIOD END DATE FIELD The **Pay Period End Date** is pre-filled and irrelevant when selecting an XD.

Press < ENTER >.

#### Response:

```
Correct errors as noted; press <Enter> when finished.
VADJTM24 **** P C R S **** (SYSTEM TEST) TEST: Work In Progress 9/28/2000
CTRAEY
                        Maintain Adiustments
                Payroll Data Correction Document (XD)
______
2200.00
    BUD FY DPT APPROP SUB ORG/SB OBJ/SB PROG TY PRJ/CL/GRC ACTV RPTG
    Description Line Amount I/D
                    -----
01 2000 DDD DDD99999 99 ______
                           _ 999
DEFAULT ACCOUNT DISTRIBUTION___ 110
02 2000 DDD 85002000 00 8300 __ A01 __ __ G C000000000 010N 1209
0RIGINAL ACCOUNT DISTRIBUTION__ 1100
                                                      1100.00 D
                                                     1100.00 I
02-PR003-INVALID ACTIVITY ON ACTV
                               02-A048E-EXPENSE BUDGET DOES NOT EXTS
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Done Help Delet Exit VuSel Errs Selct Back Frwd Prior Labor
```

Maintain Adjustments Payroll Data Correction Document (XD) screen



If the XD document is in SCHED status, the fields are non-modifiable. To modify a scheduled document:

- 1. Enter **H**> in the **Edit/Proc** field. This holds the document.
- Press **ENTER>.** This allows you access to the fields. After modifying the document, you need to re-edit it by entering either a P> or an <0> in the Edit/Proc field.

### XD Mass Change

If the correction to the payroll reject (XD) is intended to redistribute <u>all</u> employees' labor history records associated with the XD to one increase line, there is no need to tag individual employees' labor history records. The next step would be to make the necessary modification to either the increase line of the document or in MMARS. Edit the document by putting an **<O>** in the **Edit/Process** field to invoke all PCRS edits. If it passes all edits, the document will be put into a scheduled status.

Tagging Labor History for a XD Document

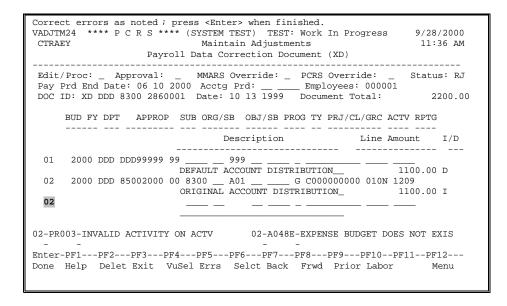


Entering Additional XD Increase Lines



If any of the employees associated with the payroll reject need to be redistributed to other cost accounting fields, it is necessary to create additional increase lines within the document and then "tag" labor history to those lines.

- <TAB> down from the original increase line to the first available field on the next line.
- 2. Enter <02>.



#### 3. Press **<ENTER>**.

Response: The original increase line has been duplicated onto the new increase line.

```
Use <PF12> to cancel; or enter distribution, then <PF6) to tag labor history.
VADJTM24 **** P C R S **** (SYSTEM TEST) TEST: Work In Progress 9/28/2000
                          Maintain Adjustments
            Maintain Aujusemente (XD)
Payroll Data Correction Document (XD)
                         MMARS Override: _ PCRS Override:
Edit/Proc: Approval:
                                                           Status: RJ
DOC ID: XD DDD 8300 2860001 Date: 10 13 1999 Document Total:
                                                              2200.00
     BUD FY DPT APPROP SUB ORG/SB OBJ/SB PROG TY PRJ/CL/GRC ACTV RPTG
     Description Line Amount
                                                   Line Amount I/D
                      DEFAULT ACCOUNT DISTRIBUTION____
 01 2000 DDD DDD99999 99 ____
 02 2000 DDD 85002000 00 8300 __ A01 __ __ _ G C000000000 010N 1209
ORIGINAL ACCOUNT DISTRIBUTION_ 1100
 02-PR003-INVALID ACTIVITY ON ACTV 02-A048E-EXPENSE BUDGET DOES NOT EXIS
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---Done
Help Delet Exit VuSel Errs Selct Back Frwd Prior Labor
```

NOTE: You can continue to duplicate lines in the document by tabbing down to the next available line, entering the new line number and pressing **<ENTER>**.

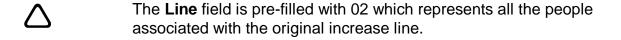
To move forward to the next screen to enter more lines, press <F8> or <Alt> and <8> to scroll.

Remember, each new line must be different.

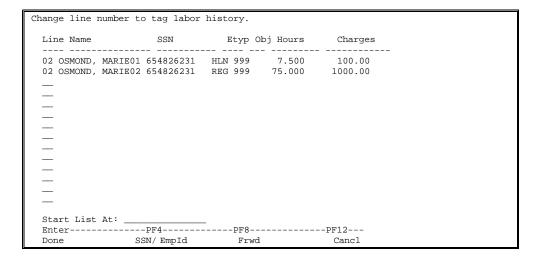
- 1. Place the cursor anywhere on either the decrease or increase line of information.
- Press <F6> or <Alt> and <6> for employees by Social Security Number or press <F4> or <Alt> and <4> for employees by Employee ID.

NOTE: For this function, the **<F4>** is a toggle switch.

Response: A pop-up screen alphabetically listing all employees whose labor history records match the criteria given in the increase line appears.

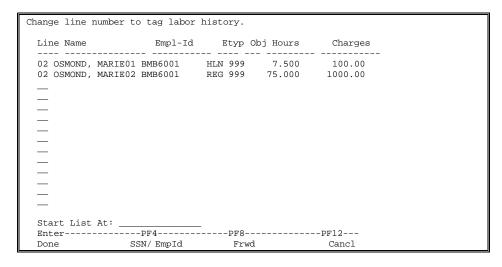


#### Response:



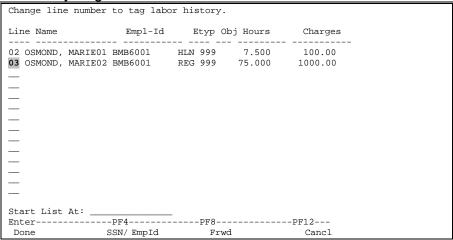
#### Maintain Adjustments Payroll Data Correction Document (XD) screen with Select Labor History Pop-Up Window: SSN

#### Response:



Maintain Adjustments Payroll Data Correction Document (XD) screen with Select Labor History Pop-Up Window: Employee ID

- 1. Select the employees to be redistributed.
- 2. In the LN field, type the line number you want the employee's (s') labor history to go to.



#### 3. Press **<ENTER>.**

#### Response:

```
Correct errors as noted; press <Enter> when finished.
VADJTM24 **** P C R S **** (SYSTEM TEST) TEST: Work In Progress 9/28/2000
                                                               11:49 AM
CTRAEY
                           Maintain Adjustments
              Payroll Data Correction Document (XD)
----------------<del>-</del>
Edit/Proc: _ Approval:
                         MMARS Override: _ PCRS Override:
Pay Prd End Date: 06 10 2000 Acctg Prd: _____ Employees: 000001 DOC ID: XD DDD 8300 2860001 Date: 10 13 1999 Document Total:
2200.00
     BUD FY DPT APPROP SUB ORG/SB OBJ/SB PROG TY PRJ/CL/GRC ACTV RPTG
     Description Line Amount
                       -----
 01 2000 DDD DDD99999 99 ____
                               999
                      DEFAULT ACCOUNT DISTRIBUTION__
 02 2000 DDD 85002000 00 8300 __ A01 __ _ _ _ G C000000000 010N 1209
 ORIGINAL ACCOUNT DISTRIBUTION_ 100
03 2000 DDD 85002000 00 1000 __ A01 __ ___ G C000000000 010N 1209
                                                            100.00 I
                                                            1000.00 I
                       ORIGINAL ACCOUNT DISTRIBUTION_
02-PR003-INVALID ACTIVITY ON ACTV 02-A048E-EXPENSE BUDGET DOES NOT EXIS
```

#### Maintain Adjustments Payroll Data Correction Document (XD) screen after Labor History Has Been Tagged



The figures in the Line Amount fields are the dollar total of the labor history records tagged in the previous screen. The document is now ready for editing.

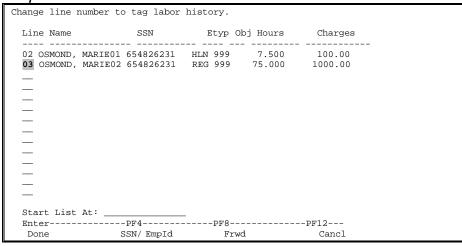
#### Re-tagging XD Labor History



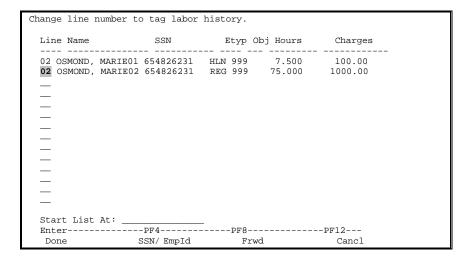
If you realize you chose the wrong list of employees to redistribute, you need to modify the list of employees. To do this:

- Get back into the XD document by entering the Doc-Id and <MXD>
   on the Adjustments Subsystem Menu screen.
- 2. Press **<ENTER>.**
- 3. Place the cursor anywhere on any increase line.
- 4. Press <F6> or <Alt> and <6> for Social Security Number and <F4> or <Alt> and <4> again for Employee ID.
  - NOTES: 1. For this function, the <F4> key is a toggle switch.
    - 2. You can never untag labor history for the original increase line on a XD.

#### Response:



Maintain Adjustments Payroll Data Correction Document (XD) screen after Labor History has been Tagged: SSN



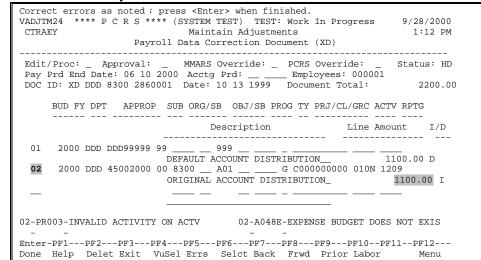
Maintain Adjustments Payroll Data Correction Document (XD) screen after Labor History has been Tagged: Employee ID

Selecting a New Group of Employees in the XD



To assign a group of employees to a different increase line:

- 1. Type the correct increase line number from the XD next to the set of names. In this case tagging all records back t Line 02.
- 2. Press **<ENTER>** when the list of chosen employees is completed. *Response:* The window closes and the XD document appears with the total dollar figure for this new list. Employees' labor history records will be listed in the **Line Amount** field.



# Editing the XD Document

Place the cursor in the Edit/Proc field.

- 1. Enter a **<P>** to invoke PCRS Edits only, or an **<O>** to invoke PCRS Edits **and** schedule the document for batch processing.
- 2. Press **<ENTER>**.

Note: Your security will determine whether you can use the **<P>** or **<O>** function.



?

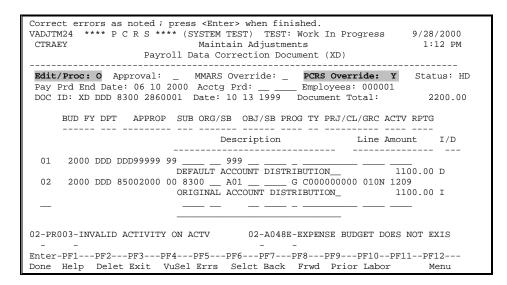
Any PCRS errors will appear one at a time at the top of the screen. Once the document is error free, the Adjustments Subsystem Menu appears. Depending on security clearance, errors can be corrected by (1) changing the "I" line, or (2) performing a PCRS override. (Refer to the next section of this procedure for the PCRS Override procedure).

#### **PCRS Override**

## Overview

Rules for the current pay period may not have been in place for the prior period a department is adjusting. To process these transactions, a PCRS override needs to be performed to bypass the current rules settings.

The ability to perform an override is based on security. Overrides are unique to each department.



Maintain Adjustments Expenditure Correction Document screen

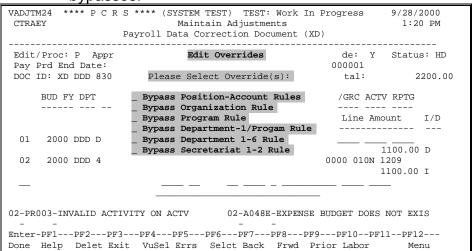
## Override Procedure



To perform a PCRS override:

- In the Main Adjustments Expenditure Correction Document screen in the edit stage, enter <0> in the Edit/Proc field.
   Response: Cursor automatically moves to PCRS Override field.
- 2. Enter <Y>.

Response: A "PCRS Overrides" pop-up screen appears listing the overrides or "bypasses". Each department has unique bypasses.



3. Place the cursor in front of the rule that needs to be bypassed and enter **<X>**.

NOTE: Select as many bypasses as needed.

4. Press <ENTER>.

The Adjustments Subsystem Menu screen appears.